



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Natural Resources

State Division / Office: Parks and Recreation

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: Varies

PREFERRED EDUCATION

Major / Minor: Business Administration, Mathematics, Statistics major/minor preferred. Any other major will be acceptable.

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Math, Statistics
- Analyst
- Computer Skills (Word/Excel/Access)
- Detail oriented
- Effective communication Skills
- Able to work Independently and manage time effectively
- Effective communication skills
- Professional, positive demeanor

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Program Services Intern

Intern Responsibilities / Projects:

- Assist in the development of database (Access/Excel) to formatting data in a user friendly and efficient manner
- Analysis of various data-reviewing State parks data, acreage, staff, and attendance on order to group data for analyzing.
- Synthesize, and write conclusions
- General administrative duties

APPLICATION PROCESS

With questions or for more information about the State of Michigan Internship Program, please contact:
Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



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Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

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